



Job Opportunity

State Controller's Office

Position: Mailing Machines Operator II Evening Shift 3:30 p.m.-11:30 p.m. | Statewide

Location: Administration and Disbursements Division
3301 C Street, Suite 755, Sacramento, CA 95816

Issue Date: February 16, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Eric Robrecht, (916) 445-6585

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates will be given priority.

California Relay Service: 1-800-735-2929

Position Number(s): 051-140-1780-022

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by a Mailing Machines Supervisor I, use complex, multi-function equipment, and process large volumes of outgoing mail for processing by the United States Postal Service (USPS) or other mail carriers. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Operate complex, multi-function, computerized inserting machines with the ability to: sign documents and/or warrants, trim and cut documents, fold documents, insert documents into envelopes, seal envelopes, and meter output;
- Clear jams from inserting machines and detect material handling errors;
- Calibrate inserters for different sizes and types of material being mailed;
- Perform maintenance and minor repairs on inserting machines;
- Place sealed envelopes onto the presort machine for zip code sorting and remove from bins after sort is complete;
- Place sorted envelopes in appropriate mail trays;
- Secure completed mail trays on strapping machine;
- Prepare appropriate postage reports;
- Clear jams from presort machines and detect material handling errors;
- Perform maintenance and minor repairs on presort machines;
- Operate check signing, bursting, and deleaver machines;
- Maintain proper order/sequence of material during processing;
- Calibrate machines for different sizes and types of material.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Additional Requirements

- General knowledge of postal regulations related to postage, types of mail, and zip code sorting techniques is required;
- Standing for extended periods of time;
- Ability to lift and move 50 lbs. boxes;
- Must be able to maneuver full mail cages, weighing approximately 1,000 lbs., through the Mail Center.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

P. O. Box 942850

Sacramento, CA 94250-5871

Attn: Eric Robrecht